

HONOLULU ETHICS COMMISSION E-NEWS,
MAY 2019

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Standards of Conduct Ethics Training - FY19-FY20 Training Biennium

We are currently developing Standards of Conduct Training for the training biennium FY19-FY20. The target release date is Summer 2019. Gear up for some Standards of Conduct learning action!

[Click Here for Training Updates](#)

2019 Ethics Commission Meeting Dates

The Honolulu Ethics Commission will hold public meetings every other month, starting in February 2019. Here are the Commission's tentatively scheduled meeting dates.

2019 Ethics Commission Meeting Dates
June 19
August 21
October 16
December 18

What We DO / What We DON'T DO

The Honolulu Ethics Commission receives a lot of inquiries and concerns, some of which are not within the Commission's jurisdiction. The following information shows what we DO and what we DON'T DO.



What We DO

The Ethics Commission advises, educates, and enforces the City's Standards of Conduct in the Revised Charter of Honolulu, Article XI. Call 768-9242, email ethics@honolulu.gov, or go to www.honolulu.gov/ethics for advice and information on:

- Personal conflicts of interest
- Financial conflicts of interest

- Conflict of interest disclosure
 - [Disclosure of Outside Interests \(CC-8 Form\)](#)
 - [Disclosure of Conflict of Interest](#)
- Outside business activities disclosure
 - [Disclosure of Outside Interests \(CC-8 Form\)](#)
- Accepting and soliciting gifts
- Safeguarding confidential information
- Receiving outside compensation for City work
- Appearing on behalf of private interests before City agencies
- Representing private interests against the City
- Restrictions on post-city employment
- Preferential treatment

- Financial transactions with subordinates
- Financial disclosure filings (public and confidential)
- Lobbyist registrations and annual reports

[Click Here for the Ethics Commission Website](#)



What We DON'T DO:

The Ethics Commission does not address issues beyond our jurisdiction. For these matters, contact the appropriate city, state, or federal agency for assistance.

Select City Agencies:

- Management issues and union grievances

- *Department of Human Resources (DHR) - (808) 768-8500*
- Fraud, waste, and abuse of city resources
 - *Department of Budget and Fiscal Services, Internal Control Division - (808) 768-4381*
- Procurement and purchasing
 - *Department of Budget and Fiscal Services, Purchasing Division - (808) 768-5535*
- General complaint hotline
 - *Department of Customer Services - (808) 768-4381*
- Criminal conduct or other emergency
 - *Honolulu Police Department - 911*
 - Professional Standards Office
- City audit requests

- *Office of the City Auditor - (808) 768-3134*

Select State Agencies:

- State employee Code of Conduct questions and violations
- *Hawai'i State Ethics Commission - (808) 587-0460*
- Campaign donations and expenditures, campaign data
- *Hawai'i Campaign Spending Commission - (808) 586-0285*
- Record requests, sunshine law
- *State Office of Information Practices - (808) 586-1400*
- Civil rights violations
- *Hawai'i Civil Rights Commission - (808) 586-8636*

- Workplace Safety
 - *State Department of Labor and Industrial Relations, Hawai'i Occupational Safety and Health Division - (808) 586-0119*
- State audit requests
 - *Office of the Auditor - (808) 587-0800*

Find additional agencies and resources on our web page.

[Click Here for Additional Resources](#)

Dear Ethics Mailbox:

Last year, I took ethics training during my New Employee Orientation. I learned that that we're in the new biennium cycle for ethics training. Do I need to retake ethics training at this time? -

KnowingMoreIsBetter

Dear *KnowingMoreIsBetter*:

Yes, it is mandatory for ALL City officials and employees to retake ethics training every two years. Your department's training coordinator will arrange when you take it once the new course for the biennium cycle becomes available.

Dear Ethics Mailbox:

I'm a college student interning in the City. One of my school clubs is currently conducting a fundraising event selling donuts. I would like to sell some to the office I'm interning with. Can I do this? -

JustaRandomStudent

Dear *JustaRandomStudent*:

No can based on Administrative Directives Manual No. 120:

The solicitation of personal business from employees, including contributions, unauthorized vending of all kinds, and the display or distribution of commercial advertising, in or on city facilities and grounds is prohibited. This policy does not apply to national or local drives for welfare, health, or other purposes sponsored or approved by the managing director.

Filing a Concern

If you see what you think may be a violation of the Standards of Conduct, use the Ethics Commission Intake Form to submit your concern.

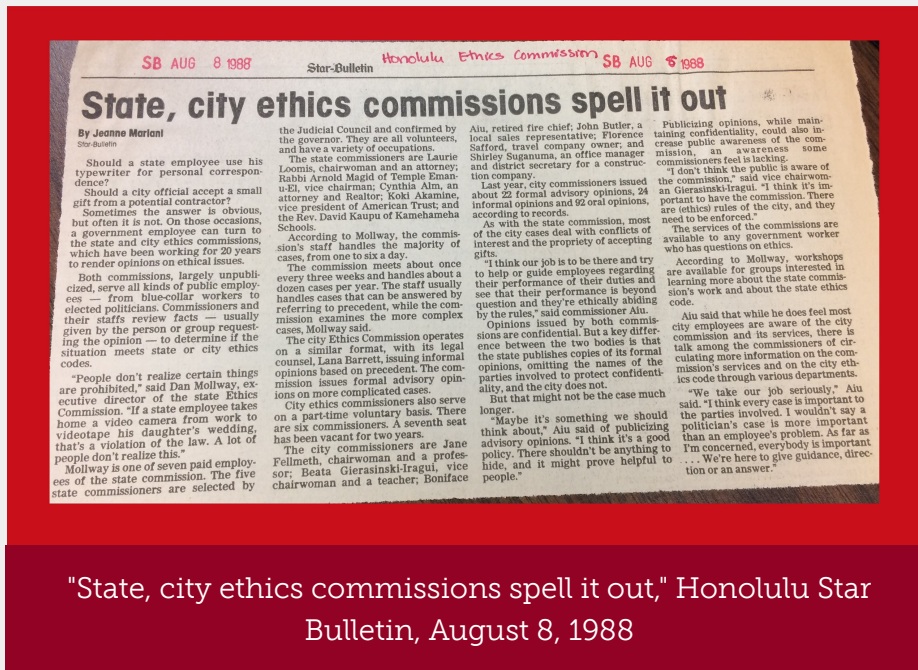
[Click Here for the Intake Form](#)

Not sure where to file your concern? Use the City and County of Honolulu's **Integrity Hotline**, which is a dedicated telephone line and website for City employees to report unethical, fraudulent, or illegal acts by City and County of Honolulu officials, employees, and vendors. If you call the Hotline at 1-877-365-OAHU (6248), a trained interviewer will ask questions to obtain facts that will help the City follow up on your report. If you visit the Hotline website (www.honolulu.ethicspoint.com), prompts will guide you through intake questions. You do not have to give your name.

Remember ... if you have a concern, speak up! It's your *kuleana*.

[Click Here for the Integrity Hotline](#)

Ethics Blast from the Past



The goals and functions of our office are the same today as they were back in the day! As summarized by former Commissioner Boniface Aiu, *"I think our job is to be there and try to help or guide employees regarding their performance of their duties and see that their performance is beyond question and they're ethically abiding by the rules."*

Commissioner Aiu continued, *"I think every case is important to the parties involved... We're here to give*

guidance, direction, or an answer."

Mahalo to the City's Municipal Reference Center for
their assistance and retention of city historical
records!

Contact Us!

Email: ethics@honolulu.gov

Phone: (808) 768-9242

Website: www.honolulu.gov/ethics

Twitter: [@HonEthicsComm](https://twitter.com/HonEthicsComm)

[Click Here for Twitter](https://twitter.com/HonEthicsComm)



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Ethics Commission